

**EMPLOYEE SEPARATION NOTICE**

STATE OF LOUISIANA  
DEPARTMENT OF NATURAL RESOURCES

\_\_\_\_\_  
OFFICE/DIVISION

EMPLOYEE: \_\_\_\_\_

CLASSIFICATION: \_\_\_\_\_

DATE: \_\_\_\_\_

TO: \_\_\_\_\_  
SUPERVISOR

Please accept my resignation/transfer/retirement which is to become effective the close of  
business \_\_\_\_\_.

My reason for leaving is \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(SIGNED) \_\_\_\_\_

ACCEPTED: \_\_\_\_\_ DATE: \_\_\_\_\_  
(SUPERVISOR &/OR APPOINTING AUTHORITY)

**NOTE:** If you are paid for any annual leave, you must stay out of state service for the number of hours for which you are paid. If you do not, you must repay any excess number of hours to your new state agency.

**NOTE:** Exiting forms are to be signed the employee, and by the supervisor, and forwarded to the Human Resource Office along with the completed EMPLOYEE EXIT CHECKLIST.

Rev.10/2004

EXIT REPORT

EMPLOYEE: \_\_\_\_\_

CLASSIFICATION: \_\_\_\_\_

SALARY: \_\_\_\_\_

RATING OFFICIAL: \_\_\_\_\_

TITLE: \_\_\_\_\_

1. In your opinion, what is the real reason for the resignation/transfer/retirement:

\_\_\_\_\_  
\_\_\_\_\_

2. If employee is resigning to accept another job, where is job? \_\_\_\_\_

\_\_\_\_\_

3. Would you recommend for re-employment at later date? \_\_\_\_\_

Why or why not? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF SUPERVISOR OR APPOINTING AUTHORITY

DATE: \_\_\_\_\_